

NSLS-II New Employee/Guest Orientation

Employee/Guest Name: _____ Ext. _____ Life/Guest No. _____ Start Date: _____
 Dept/Div: _____ Dept/Div. Code: _____ Bldg. No. _____ End Date: _____
 Supervisor _____ Ext. _____ Req.#: _____ Contract # _____

☐ General Orientation & Check-in at Human Resources
 Human Resources, Bldg. 185, Brookhaven Ave.

 Human Resources Signature Date

☐ BNL Identification Badge & Vehicle Pass Issued
 Security, Bldg. 30, 23 S. Upton

 Security Signature Date

☐ Dept Check-in at NSLS-II, Bldg. 817
 Laura Miller, NSLS II Bldg. 817, Room 1 or Room 37, x2297
 Personal File Info Memo [Y/N] R2A2 [Y/N]
 VISA for folder [Y/N] Resumé to Emp. file [Y/N]
 Copy ID for file & A. Levine [Y/N]

 Signature Date

☐ Supervisor Briefing Appt: _____
 Supervisor's Bldg. _____, Rm _____, x _____
 Supervisor's briefing on job and work location specific hazards
 R2A2 completed & signed [Y/N]
 Photo & Intro sent to L. Miller [Y/N]

 Supervisor's Signature Date

☐ ES&H Briefing/ Office Assignment / Key
 G. Van Derlaske, x3476 – Call for Appointment

 Signature Date

☐ Training Coordinator's Briefing Appt: _____
 Mary Anne Corwin, Bldg. 725D, Rm 2-160, x2295

 Training Coordinator's Signature Date

☐ RCD Facility Rep Briefing N/A [] Appt: _____
 Nate Foster, Bldg. 725A, Rm 1-175, x5496, Pager 631-252-8178
 Permanent Badge [Y/N] Location: _____

 RCD Rep. Signature Date

☐ User Administration N/A [] Any time 8am-12, 1-5 pm
 Coordinator on Duty, Bldg. 725B, Rm 2-100, x8737
 Register as User [Y/N]
 BNL ID encoded for access* [Y/N] Temp TLD issued [Y/N]
 *Requires ESH Briefing & training items 2 and 3 below completed)

 User Admin. Signature Date

☐ PC Administrator ~ Computer Accounts & Email
 Al Levine, Bldg. 817, Rm 21, x4707
 Copy of BNL ID received [Y/N]

 Signature Date

☐ Division Director Meeting N/A [] Appt: _____
 Meeting to discuss programmatic and ESH roles & responsibilities
 Meet with _____, Bldg _____, Rm _____, x _____

 Signature Date

Training (See Page 2 for additional training)

Supervisor Init. Date Completed

1. BNL Site Orientation: [Supervisor: Select One]
 - ☐ Employees: General Employee Training (GET), Bldg 703, Mondays, 1pm
 - ☐ Guests: Guest Site Orientation (TQ-GSO) web course
2. Radiological Training: [Supervisor: Select One]
 - ☐ GERT: General Employee Radiological Training (HP-RWT001) web course
 - ☐ Radiological Worker 1 (HP-RWT002) web course + classroom session
 - ☐ N/A: Access to controlled areas not required
3. NSLS Orientation: [Supervisor: Select One]
 - ☐ For Beamline Users
 User Safety Module (LS-ESH-USERS) web course
 - ☐ For NSLS Scientific/Technical Staff and resident Beamline Staff
 Staff Safety Module (LS-ESH-SCITECH) web course
 - ☐ N/A: Administrative or computer work only

I have completed the ESH Briefing and will abide by the safety rules and procedures as outlined in the Orientation.

 Employee/Guest Signature Date

RETURN FORM TO LAURA MILLER AFTER COMPLETION -- WITHIN 2 WEEKS OF START DATE